

FEDERAL AVIATION ADMINISTRATION
November 14, 2002

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 19

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Implementation of New Meals and Incidental Expenses Rate for Certain Localities.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to clarify the breakdown of the new \$50 Meal and Incidental Expense (M&IE) rate applicable to CONUS. This amendment is intended to provide equitable reimbursement to employees who receive meals provided at nominal or no cost.
2. **When are these revisions effective?** The revisions are effective November 14, 2002.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. The Federal Aviation Administration Travel Policy (FAATP) § 301-11.20 incorporates by reference the continental United States (CONUS) per diem rates issued by the General Services Administration (GSA) in the Federal Travel Regulation (FTR)(41 CFR Subtitle F). GSA reviews approximately 600 separate localities each year. FAA decided to incorporate the FTR CONUS per diem rates by reference, so they would take effect immediately without FAA having to republish the entire list in the FAATP.
 - b. FTR Amendment 109 (67 CFR 57169, August 30, 2002) issued the CONUS per diem rates for fiscal year 2003, effective October 1, 2003. As discussed in paragraph a, FAA does not need to republish the new rates since they are incorporated by reference. However, in FTR Amendment 109, GSA established a new M&IE rate of \$50 per day, which is applicable to some localities including Washington, DC.
 - c. FAATP § 301-11.104 includes a method to breakout M&IE (i.e., Breakfast, Lunch, Dinner, and Incidental Expenses) when one or more meals are provided at nominal or no cost by the Government. This chart is republished in the FAATP from the similar chart provided in the FTR. The addition of the new \$50 M&IE rate necessitates the addition of the recommended breakdown of the \$50 M&IE rate to the chart. This amendment republishes the new chart as provided in the FTR with the breakdown of the \$50 M&IE rate.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

a. Section 301-11.104 is revised by modifying the chart of M&IE rates to read as follows:

M&IE	\$30	\$34	\$38	\$42	\$46	\$50
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26
Incidentals	2	2	2	2	2	2

6. **Why did we make the revisions in this document?** As follows:

a. Section 301-11.104 is amended to reflect the split of the \$50 M&IE allowance.

7. **What pages must I change in my looseleaf FAATP?**

You must remove:	And replace with:
Pages 11-19 through 11-20 of Part 301-11;	Pages 11-19 through 11-20 of Part 301-11.



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Financial Services/
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